



PRESENTS

# BEYOND THE FEST

A CELEBRATION OF COMMUNITY: MORE THAN JUST A MUSIC FESTIVAL

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NORTH LAWDALE & LITTLE VILLAGE | VENDOR WORKSHOP

WELCOME | BIENVENIDO

# BEYOND THE FEST

# PILOT FEST

A CELEBRATION OF COMMUNITY  
MORE THAN JUST A MUSIC FESTIVAL



# VENDOR WORKSHOP OVERVIEW

## EMPOWERING LOCAL BUSINESSES AT RIOT FEST & BEYOND

### OBJECTIVE

- Understand the requirements for participating at Riot Fest 2024 and other Chicago events and festivals
- Learn about equipment needs, food and safety guides, permits, food distribution, budgeting, and more
- Gain valuable insights and strategies from Riot Fest organizers to maximize success

### FREE BOOTH

To encourage participation, we are offering **free booths** to eligible businesses, this includes food, artisans and nonprofits. Businesses must complete the Riot Fest vendor workshop to qualify.

### ABOUT RIOT FEST

- Sept 20 – 22, 2024
- All Ages
- 11am – 10pm (All 3 Days)
- 40,000 per day



# Contents

- Vendor workshop overview
- Review of risk factors to foodborne illness
- Guidelines for operation
  - Planning
  - Base of operation (commissary/food establishment)
  - Transportation
  - Onsite operations
  - Booth layout
  - Propane
- Summer festival certificate
- Summer festival certificate providers
- Inspection information
- Common violations
- Festival vendor applications
- Artisan & nonprofit booths
- COI
- License certificate
- Common send back items on application
- Equipment rental
- Tips for vendors
- Budgeting & financial planning
- Key considerations and strategies
- Quiz
- Free vendor booth selection
- Thank you | Q&A | Contact Us
- Survey

# **SPECIAL EVENT FOOD SAFETY TRAINING**

# FDA

## 5 LEADING RISK FACTORS TO FOOD-BORNE ILLNESS

Food held at improper temperature

Inadequately cooked or “Undercooked” food

Contaminated food equipment

Food from an unsafe source

Poor hygienic practices/hand washing

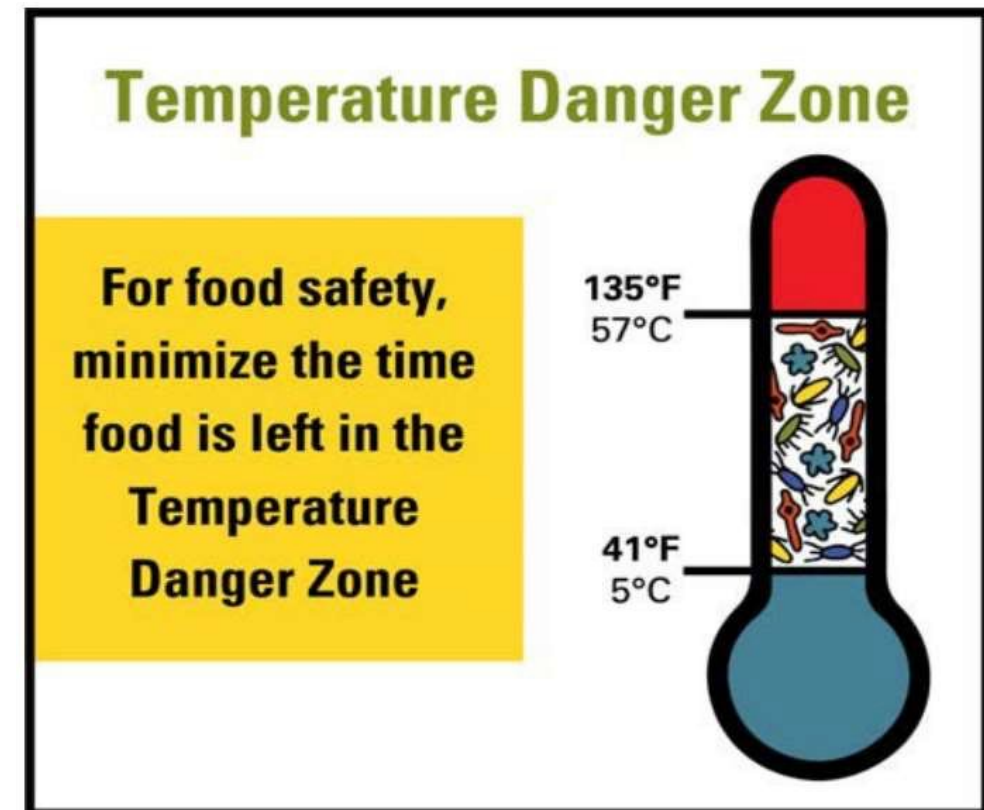
# TIME / TEMPERATURE CONTROL FOR SAFETY FOODS

- Means a FOOD that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation.
- Some examples:
  - Milk / Cheese / Dairy Products
  - Eggs
  - Shellfish
  - Fish
  - Meats
  - Meat Alternatives
  - Untreated Garlic & Oil Mixtures
  - Baked Potatoes
  - Raw Sprouts
  - Cooked Pasta / Cooked Rice
  - Cooked Vegetables / Cooked Plant Food
  - Cooked Beans
  - Certain types of sliced/cut produce
    - Tomatoes
    - Melons
    - Leafy Greens

# PROPER HOLDING TEMPERATURES FOR FOODS

- Bacteria grows very quickly in the “temperature danger zone” between 41° F and 135 ° F
- Cold food must be held at **41° F** or below
- Hot foods must be held at **135 ° F** or above

Time/Temperature Control For Safety (TCS)





# COOKING FOOD PROPERLY

Raw Animal Food Type	Final Cooking Temperature °F (held for 15 seconds)
Eggs	145
Fish	145
Beef (ex: steak)	145
Ground meats (ex: sausage, hamburger)	155
Pork (ex: ribs, pork chop)	155
Poultry (ex: chicken, turkey)	165
Whole Meat Roasts (ex: brisket, pork loin)	Refer to charts in 3.401-11 of Food Code

**Reheating Foods:** TCS food that is cooked, cooled, and reheated for hot holding shall be reheated so that all parts of the FOOD reach a temperature of at least 165°F for 15 seconds.

# SOURCES OF CONTAMINATION TO FOOD

Type of Contamination	Example
Physical – some type of foreign object	Glass shards, plastic chips
Chemical – some type of chemical substance	Glass cleaner, lighter fluid
Biological – some type of living organism	Bacteria, viruses, parasites

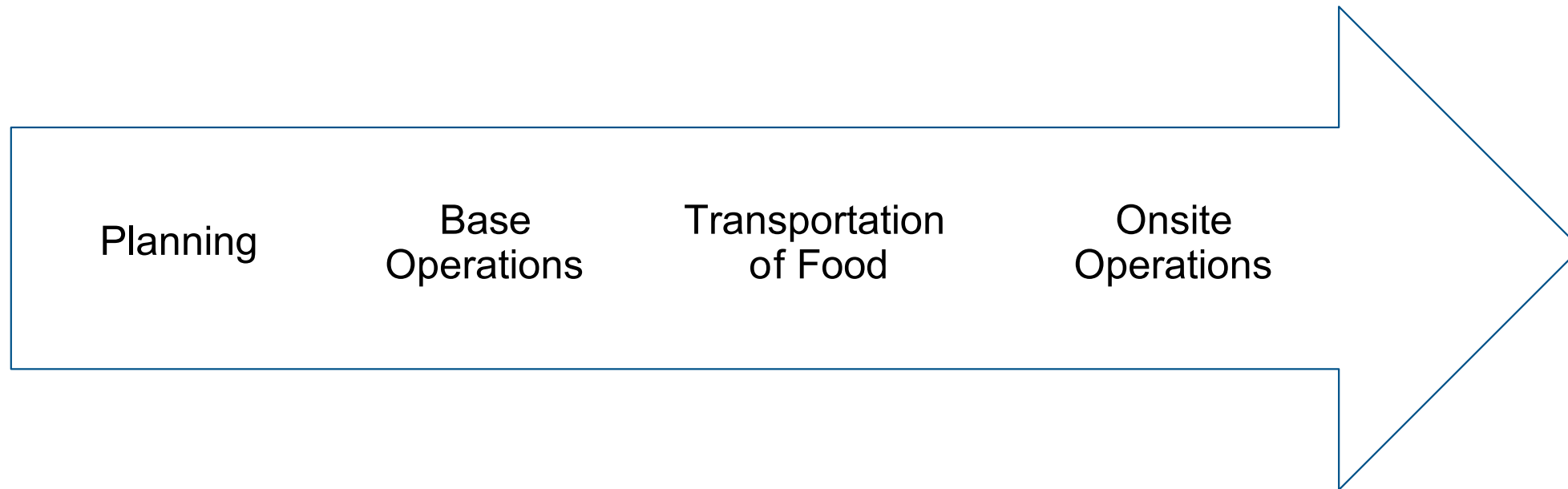
## APPROVED FOOD SOURCES

- Food and food ingredients must be obtained from an approved source, such as a licensed wholesaler
- Food **cannot** be prepared or stored in a residential home

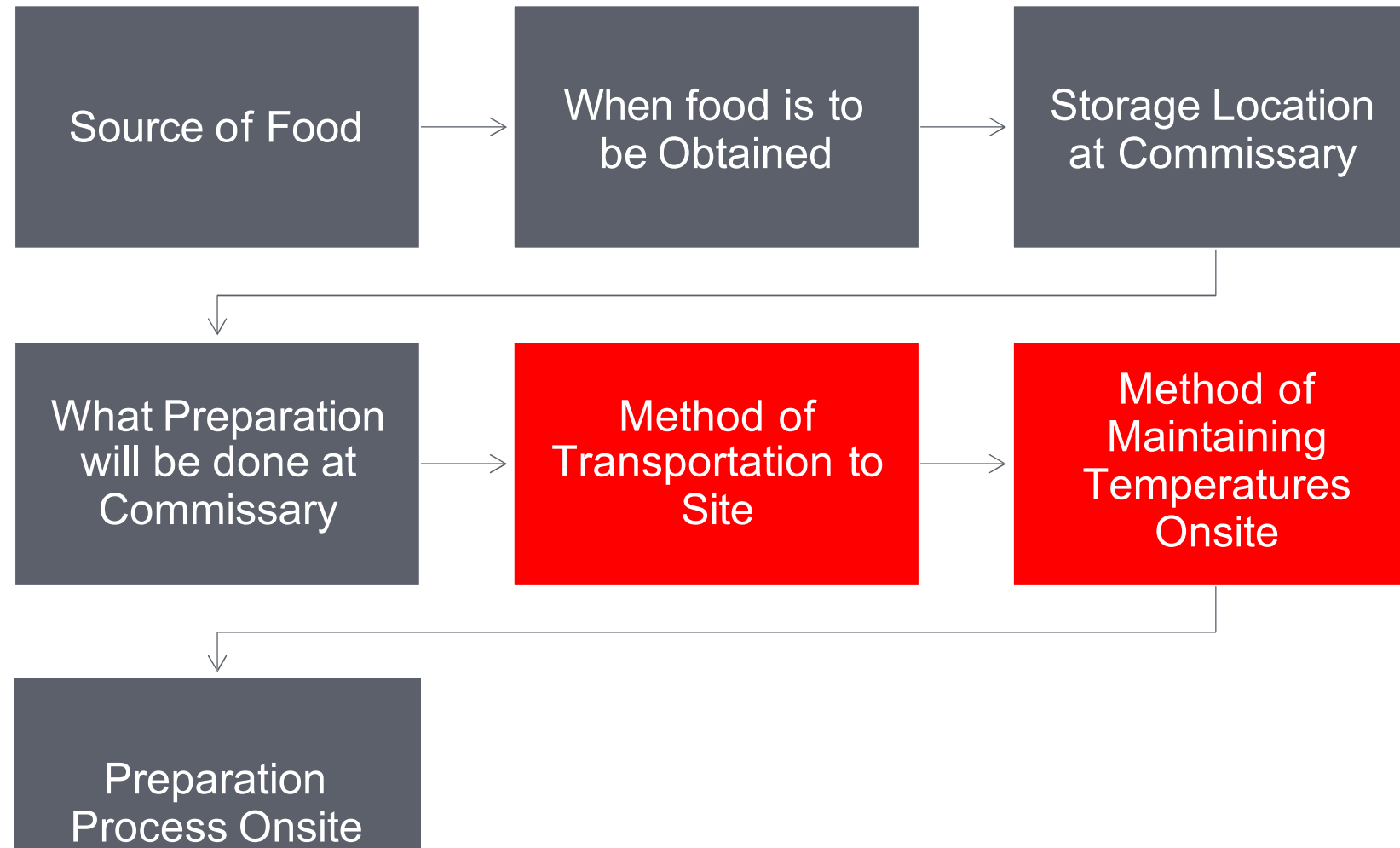
# HYGIENIC PRACTICES AND HANDWASHING

- Proper hand washing technique
  - When to wash
  - Where to wash
  - How to wash
- No eating/drinking in food preparation areas
- Do not come to work when sick with vomiting, diarrhea, sore throat with fever, etc.

# CONTENTS OF GUIDELINES



# PLANNING - MAKE A FLOW PLAN



# PLANNING - MONITORING RECORD KEEPING

- It is important to keep records.
  - All documents become part of the recording keeping system
  - Time/Temperature log (recommended)
  - Logs of equipment checks - thermometers
  - Checklist
  - Corrective action records
  - Standard operating procedures

**Daily Refrigerator / Freezer Temperature Log**

**Instructions:** This log will be maintained for each refrigerator and freezer (both walk-in and reach-in units) in the facility. A designated food service employee will record the time, air temperature and their initials (preferably upon service) once in the morning and once (preferably just before leaving the facility) in the afternoon. It is not necessary to check temperatures of food products but touch several products to be sure they are cold and frozen items are solid to the touch. The food service supervisor for each facility will verify that food service employees have taken the required temperatures by visually monitoring food service employees and reviewing, initialing, and dating a sample of logs each month. Maintain this log for a minimum of two years and until given permission to discard it. If corrective action is required on any day, circle the date in the first column and explain the action taken on the back of the chart or on an attached sheet of paper. Refrigerators should be between 36°F and 41°F. Freezers should be between -10°F and 0°F.

Month/Year: \_\_\_\_\_ Location/Unit Description: \_\_\_\_\_

Date	Time Temp. Taken <AM>	Temperature	Food Service Worker's Initials	Time Temp. Taken <PM>	Temperature	Food Service Worker's Initials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Supervisory Employee's Initials and Date: \_\_\_\_\_

# BASE OF OPERATION

- A licensed, commercial commissary must be used in conjunction with the festival operations
- Restaurant, Shared Kitchen, Commissary
- The commissary or retail food establishment used for base of operations shall have a **passing inspection** within six months prior to the application date
- All complex food preparation must be done at the commissary
  - Washing produce
  - Slicing of produce
  - Other complex food preparation activities



# BASE OF OPERATION

- Areas to consider at the Base:
  - **Receiving** – Foods from approved sources
  - **Storage** – Foods stored at proper temperatures
  - **Cooking** – Cook foods to the proper temperatures
  - **Cooling** – Cool foods with ice baths or shallow pan
  - **Storage** – Store foods after cooling and before delivering to the site

# TRANSPORTATION OF FOOD

- From the Base of Operation to the Festival Site, food temperature and safety must be maintained
- Questions to consider -
  - How will the product be transported?
  - Is product protected from contamination?
  - How will products be maintained at the proper temperature?
  - How will the product be kept cold? (41°F or below)
  - Will the product be transported hot? (135°F or above)

# TRANSPORTATION

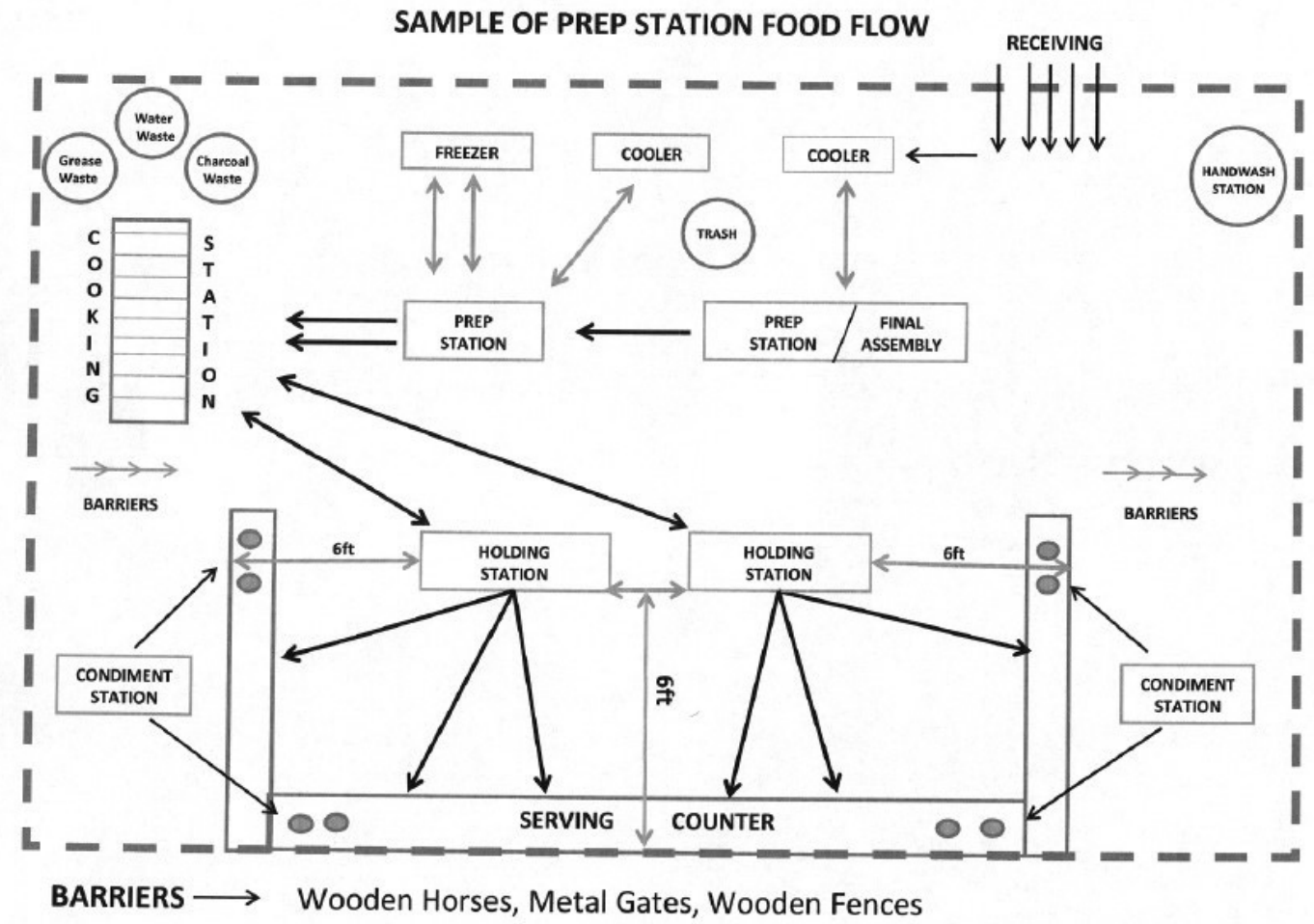


# SETUP AT THE FESTIVAL SITE

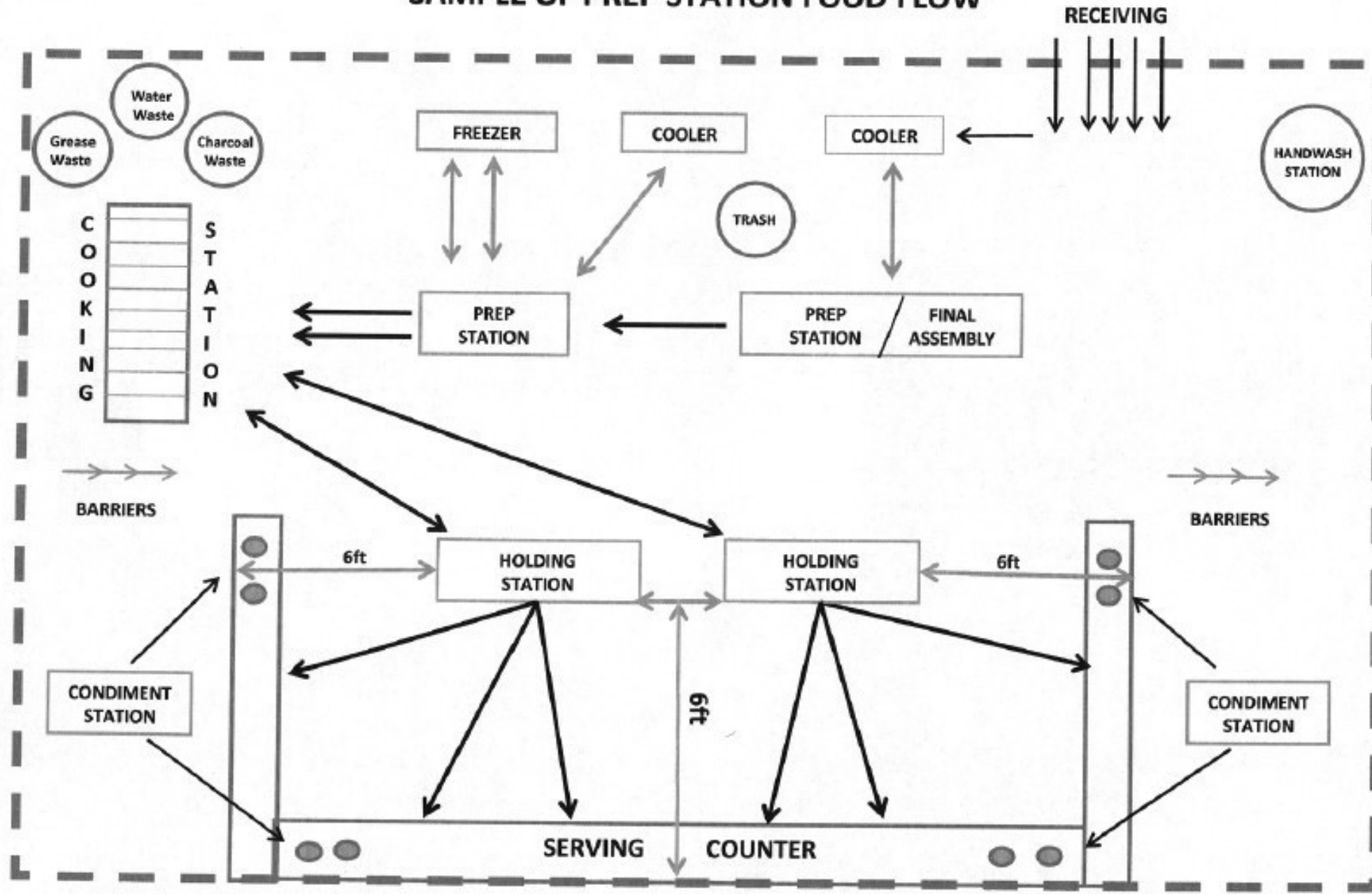


# ONSITE - SITE SET UP

- CONSIDER THE FOLLOWING FACTORS:
  - **Good workflow** – minimum handling of food
  - **Avoid opportunities for cross contamination**
  - Provide a clear exit path
  - Do not block the fire hydrant
  - **Hand sink location and access**



# SAMPLE OF PREP STATION FOOD FLOW



**BARRIERS** → Wooden Horses, Metal Gates, Wooden Fences

# BOOTH LAYOUT

- Template included with application
- Can draw their own as long as it includes all booth features

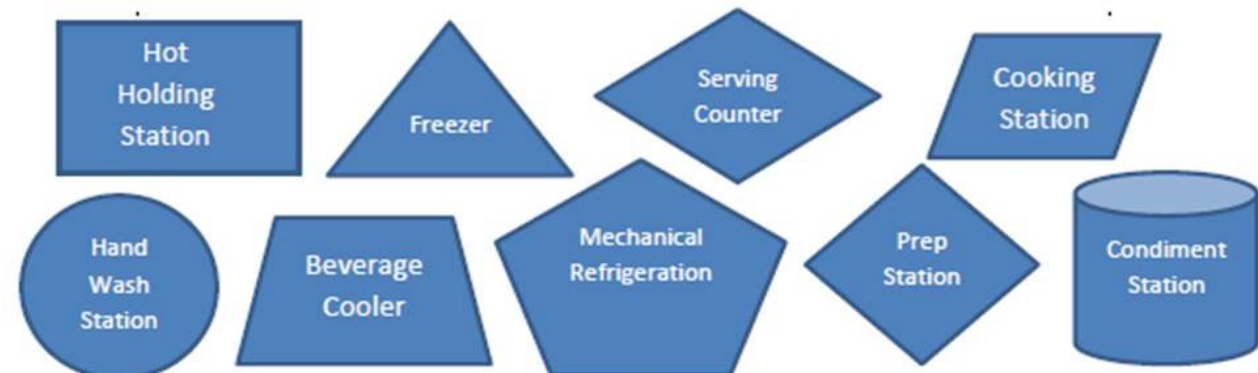
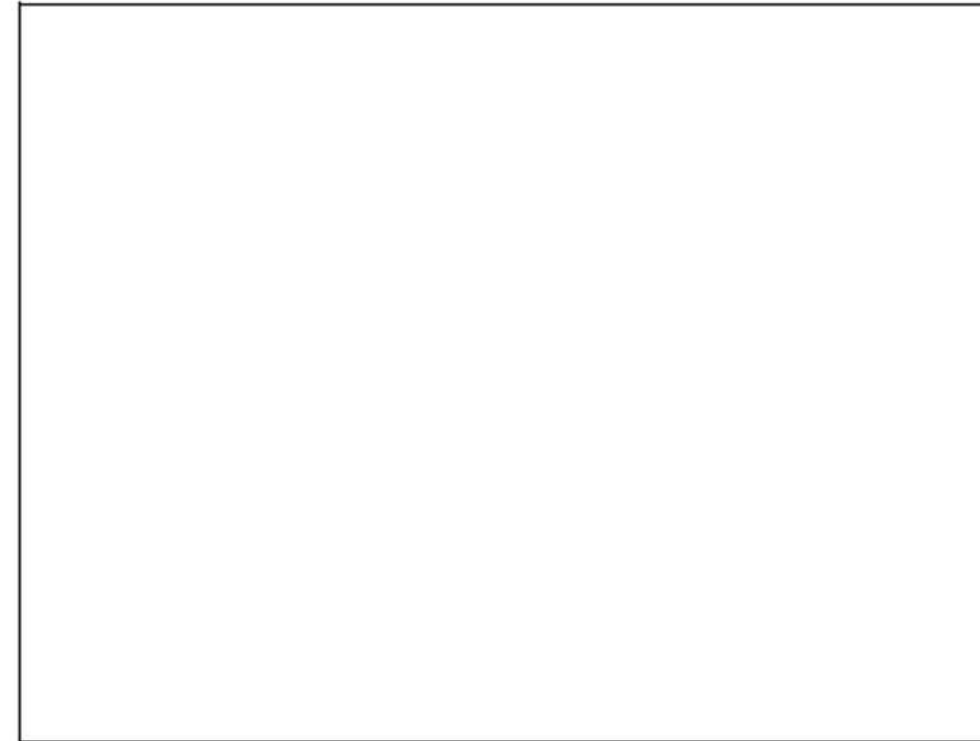
## Special Event Food Booth Layout

*(Required with all applications)*

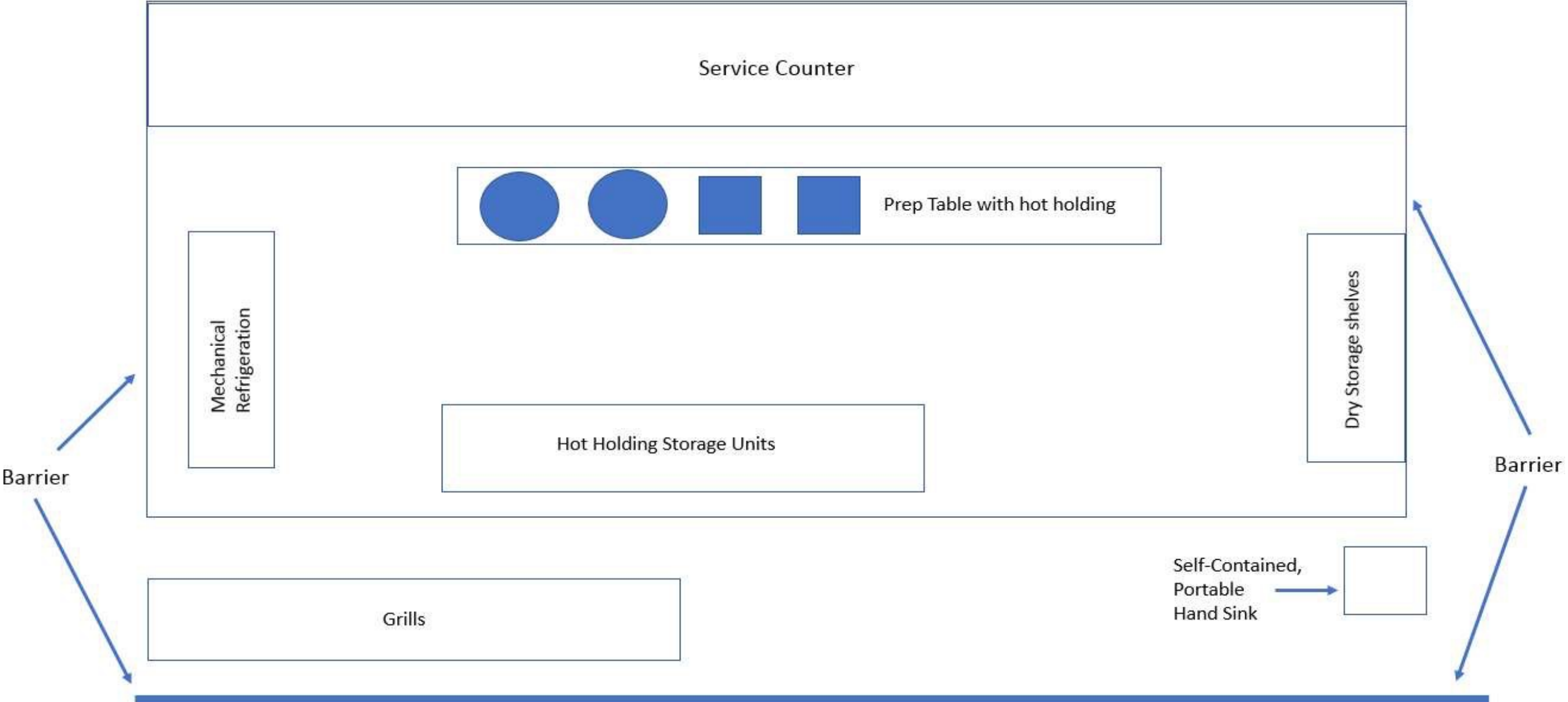
Show "Receiving" location. Hand draw in the shapes to represent the equipment as they will be set up at the event.

**Note: Mechanical Refrigeration is required if the vendor has any cold-held perishable menu items. Also, a location for Hand Washing must be shown on the layout and be aware that NO DISHWASHING is allowable on-site so this should not be done or shown on the layout.**

Vendor Name:



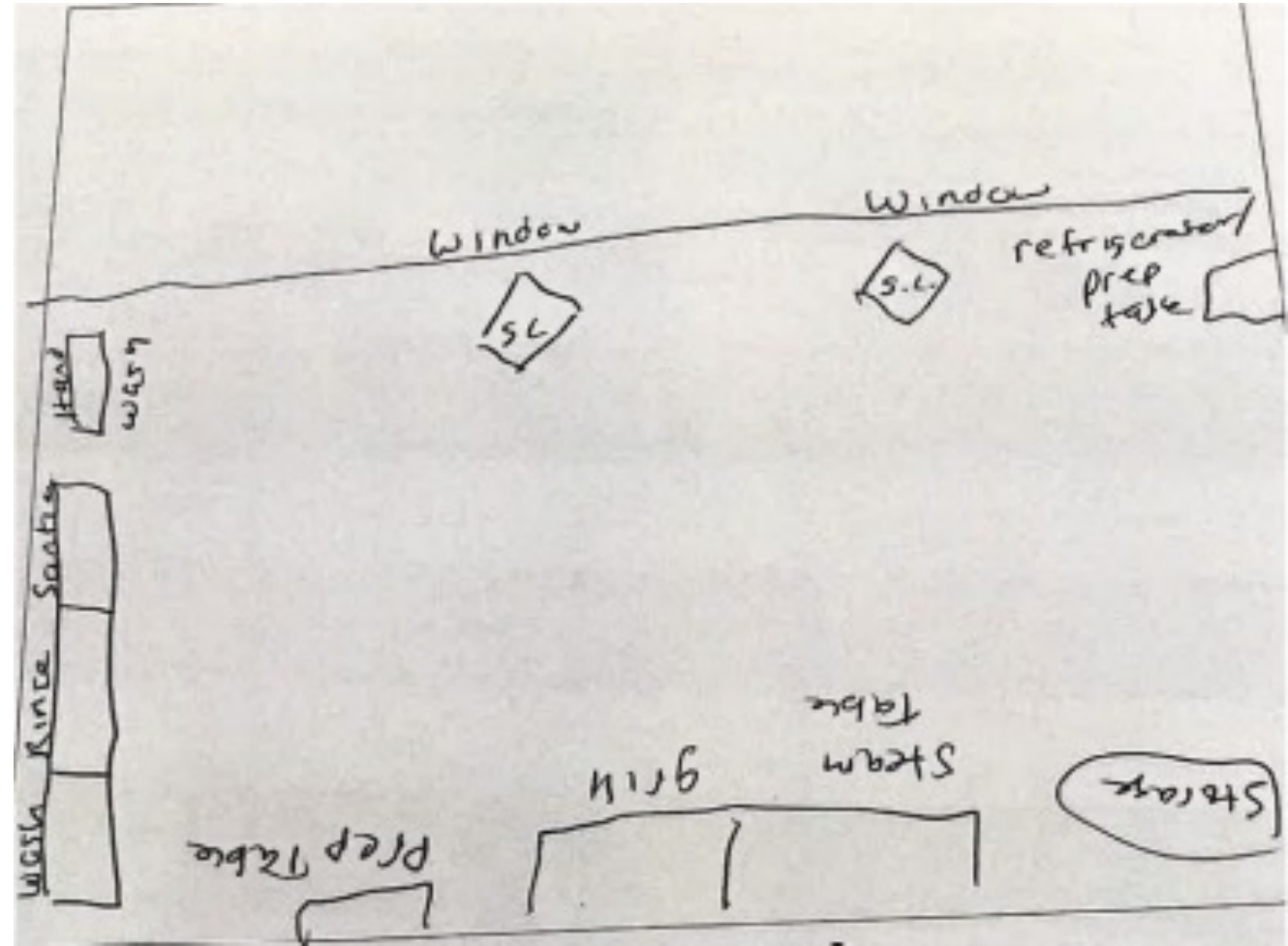
# SAMPLE BOOTH LAYOUT





# SAMPLE BOOTH LAYOUT – NOT APPROVED

Dishwashing is **not** allowed



## ONSITE - SETUP

- Setup booth correctly before the event begins.
- Equipment to keep hot foods hot and cold foods cold.
- Place equipment for the proper flow of food and easy cleaning.
- Food items stored off the floor 6 inches.
- Corn covered with a waterproof tarp to prevent contamination from the elements.
- As needed - proper floor covering to keep the booth clean. (Use corrugated box board. Remove and replace when soiled.)
- Ensure the event is set up in a clean area free from rodents.
- Setup in a dry location. Free from puddles of water to prevent water from pooling and insects from breeding.

# ONSITE - PERSONAL HYGIENE

- Clean clothing
- **No Sleeveless shirts**
- **No shirts with exposed mid-drifts**
- Proper hair restraints
- All employees must wash hands as required to prevent the spread of disease
- Sick employees with diseases transmitted via food are excluded

## **ONSITE – EMPLOYEE HEALTH POLICY (SICK EMPLOYEES)**

- No person, while affected with a disease in a communicable form that can be transmitted by foods or who is a carrier of organisms that cause such a disease or while afflicted with a boil, or infected wound, or acute respiratory infection, shall work in a food service establishment in any capacity in which there is a likelihood of such person contaminating food or food contact surfaces with pathogenic organisms or transmitting disease to other persons.
- Frequent trips to the restroom may indicate a person who is ill with diarrhea.

## ONSITE - HAND WASH FACILITIES

- Portable **self-contained hand wash facilities** with water under pressure must be available
- Filled with potable water, soap, supply of paper towels and handwashing sign at every sink.



Please note:

- Bucket set-up is NOT allowed



Soap

Running  
Water

Paper  
Towels

# ONSITE - NO BARE HAND CONTACT WITH READY-TO-EAT FOODS

- Gloves, Tongs, Tissues, Or other approved barriers to protect ready-to-eat food from direct hand contact.
- Gloves should be put on clean hands
- Replace when ripped or torn
- Replace before beginning a new task
- Replace after handling raw foods and before handling ready-to-eat food
- Change every hour during continuous use

**Wearing Gloves**  
for Food Safety



# ONSITE



Prevent cross-  
contamination

Keep Food  
Contact  
surfaces clean

# ONSITE - COLD STORAGE

- Mechanical refrigeration is required for cold TCS foods, sufficient to maintain cold food at **41°F or below**.
- Coolers filled with ice/dry ice will not be approved for use for TCS foods.
- Time as a Public Health control is not permitted at special events.
- Provide refrigerated and or freezer trucks with a thermometer.
- Check the air temperature of all refrigerators (including refrigerated trucks)
- Check the temperature of the food every 2 hours.
- Record the temperature on a log (recommended).
- Correct all problems immediately and keep a record of the action taken.
- Store cold refrigerated foods in the coolest part of the truck without freezing the product.
- Ensure proper product temperature before putting food on the truck for storage and when removing the food from the truck. Use your clean and calibrated thermometer to take temperatures of the food.





## ONSITE - HOT HOLDING UNITS 9-101.20

- TCS foods that are held hot for service must be maintained at **135°F or above**.
- The harmful bacteria that typically contaminates foods and causes foodborne illness is not able to multiply, or multiplies very slowly, when they are held at temperatures above 135°F.
- Food is to be held hot in approved hot holding units. Steam tables, baine maries, and steam cabinets are designed for maintaining food at or above 135° F. A double boiler on a stove can also be effective for holding some hot food items.
- Hot holding equipment is only designed to maintain product temperature and should never be used to heat or reheat product.



## **ONSITE - DON'T PREPARE TOO MUCH TOO SOON**

- Cook what is needed.
- Don't prepare too much food in advance of service. Keep foods out of the temperature danger zone.
- **KEEP IT HOT, KEEP IT COLD, KEEP IT MOVING.**

# ONSITE - NEVER DISPLAY FOOD NEXT TO THE CUSTOMER



- Display 6 ft. from the Public
  - Prevent Public Contamination
  - Place a barrier between food and the customer
- Display foods away from the public and other sources of potential contamination.
  - Foods should be displayed 6 ft. away from the customer.
  - Protect refrigerated display cases from the sun to prevent food from warming into the temperature danger zone.

# ONSITE - NO SELF-SERVICE

Risk of Contamination



## ONSITE - DRINKING WATER

- Provide safe drinking water such as bottled water or water from an approved source.
- Purchase crushed ice from an approved supplier. Hand shaven ice is not allowed.



# ONSITE - NOT AN APPROVED DRINKABLE WATER SOURCE



# ONSITE - APPROVED BEVERAGE DISPENSERS

- Use approved beverage dispensers that provide protection of the beverage.
- Contact the Chicago Department of Health to see if your dispenser will be approved for use at an outdoor festival.



# FROZEN BEVERAGE MACHINES (9-101.20 (C))

- Can be used if:
  - Machine is returned to the commissary each night of operation to be washed, rinsed, and sanitized in accordance the manufacturer.
  - Only non-TCS beverages (no dairy) are used in the machine.



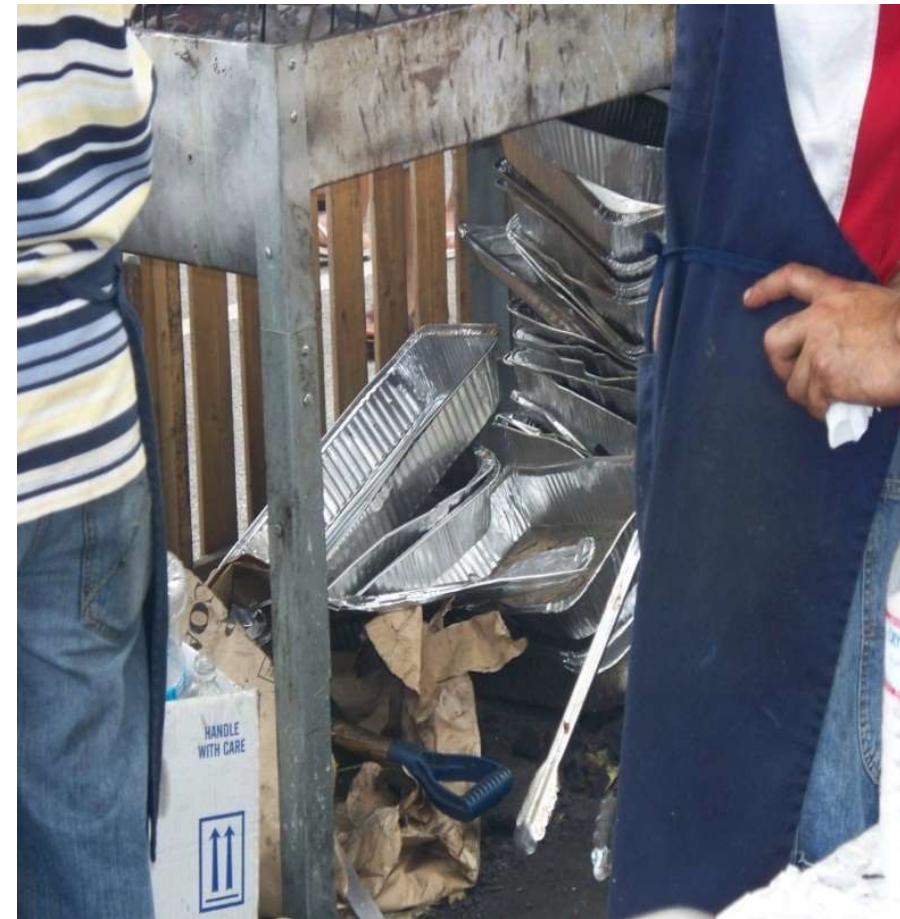


# COMPLEX FOOD PROCESSING (9.101-10 G)

- “Complex food preparation including washing and slicing of food shall be completed at the retail food establishment or commissary.
- Based on menu and food preparation processes – case by case basis
- Some processes cannot be done in booth because booth lacks necessary plumbing, space, equipment, etc.
- Examples of processes not allowed:
  - Cooking of whole roasted animals
  - Slicing and portioning of large amounts of food
  - Cooling of TCS
  - Use of oversize or specialty equipment that cannot be swapped out with replacements to meet cleaning frequency requirements
  - Washing of produce or utensils at the booth

# ONSITE – KEEP YOUR BOOTH CLEAN

Empty Trash and  
Replace Soiled  
Floor - Box Board



# ONSITE

- Discard Leftover Foods at the End of the Day
- **Leftover cooked foods cannot be reserved.**
- Do not put cooked foods back into your coolers to be reserved.
- Leftover foods must be discarded.



# INSPECTION FINDINGS - COMMON VIOLATIONS & CLOSURES

- **Temperature abuse**
    - Not enough refrigeration
    - Inappropriate transportation
  - **No person with summer certificate**
  - **No hand sink or hand sink issues**
  - **Lack of effective barriers for food protection**
- 
- **Some examples of why a booth is closed by CDPH (not allowed to operate):**
    - No PIC with an original/valid Summer certificate
    - Not enough mechanical refrigeration
    - No hand sink or hand sink issues (no water, etc.)
    - Lack of effective barriers for food protection



# SUMMER FESTIVAL CERTIFICATE

## Summer Festival Food Vendor Certificate (SFFVC)

- A Person in Charge or designee must be onsite at the temporary food establishment during all times that food is being prepared, held hot, and served.
- **The person with the SFFVC and their original SFFVC is required to be onsite and available for inspection.**
- Copies of the SFFVC or letters from course providers are not accepted during booth operation.
- All food related operations shall cease when there is no person with an original and valid Summer Festival Food Vendor Certificate.

# SUMMER SANITATION PROVIDERS

MXC FSS Program Phone Number: 312-850-3522 Training Provider	Language	Summer Ceritification	Contact	Address	City	State	Telephone	Website/Email
American Academy of Food Safety	Eng/Chinese/Spanish	Yes	Mary Troken	7144 N. Harlem, #188	Chicago	IL	773-558-5888	<a href="http://www.afoodsafety.com">www.afoodsafety.com</a>
American Chinese Restaurant Association	English/Chinese	Yes	Mildred Wong		Burr Ridge	IL	630-207-4176	<a href="mailto:mildredtwong@aol.com">mildredtwong@aol.com</a>
ARF Food Safety Consulting	English	Yes	Jasmime Murray	8440 S. Kedzie Ave.	Chicago	IL	872-800-2487	<a href="http://www.ARFfoodsafety.com">www.ARFfoodsafety.com</a>
B And H	Korean/English	Yes	Seung Ahn	1229 S. Christine Ct.	Vernon Hills	IL	847-840-2389	<a href="mailto:seungahn13@gmail.com">seungahn13@gmail.com</a>
Believers	English	Yes	Sharon Ako			IL	708-712-8779	<a href="http://www.Believers1.com">www.Believers1.com</a>
Certified Food Safety Training	English	Yes	Maureen Leahy	7144 N. Harlem, #129	Chicago	IL	773-401-3244	<a href="http://www.ilfoodsafety.net">www.ilfoodsafety.net</a>
D.S.O.D. Food Professionals	English	Yes	Dr. H.L. Standberry	536 E. 147th Street	Harvey	IL	630-504-2083	<a href="http://www.dsodfoodpros.org">www.dsodfoodpros.org</a>
Food Safety Class	Arabic/English	Yes	Hanna H. Moses	3421 W. Lawrence Ave	Chicago	IL	312-961-8636	<a href="http://www.foodsafetyclass.net">www.foodsafetyclass.net</a>
Foodservice Educational Seminars	English/Spanish	Yes	Lea Stames	4723 W. Belmont Ave.	Chicago	IL	773-427-9500	<a href="http://www.festraining.org">www.festraining.org</a>
Gregory Stolis & Associates	English	Yes	Gregory Stolis		Westmont	IL	630-960-1135	
Illinois Food Safety Training with Katy	English/Spanish	Yes	Catherine (Katy) McInerney	780 W. Army Trail Rd.	Carol Stream	IL	630-699-0903	<a href="http://www.foodsafetytrainingwithkaty.com">www.foodsafetytrainingwithkaty.com</a>
Illinois Restaurant Association	English/ Spanish	Yes	Mary Wilkie	33 W. Monroe, Ste 250	Chicago	IL	312-787-4000	<a href="http://www.illinoisrestaurants.org">www.illinoisrestaurants.org</a>
Kennedy King College	English	Yes	Continuing Ed	6301 S. Halsted	Chicago	IL	773-602-5000	<a href="http://www.ccc.edu/colleges/kennedy">www.ccc.edu/colleges/kennedy</a>
Logan Square Kitchen	English	Yes	Zina Murray		Chicago	IL	773-550-9642	<a href="http://www.logansquarekitchen.com">www.logansquarekitchen.com</a>
Malcom X College	English	Yes	Continuing Ed	1900 W. Jackson Blvd., Ste 0203	Chicago	IL	312-850-7136	<a href="http://www.ccc.edu/colleges/malcolm-x">www.ccc.edu/colleges/malcolm-x</a>
Moshe Aliel	English/Spanish	Yes	Moshe Aliel				224-392-3456	
Paladin Management	English/Spanish	Yes	Michael Paladines	2758 U S Highway 34, Ste B384	Oswego	IL	630-554-3663	<a href="http://www.safefood.com">www.safefood.com</a>
Pui Tak Center	English/Chinese	Yes	Stephen Sit	2216 S. Wentworth	Chicago	IL	312-328-1188	<a href="http://www.puitak.org">www.puitak.org</a>
Safedining Association	English/Spanish	Yes	Suzanne Rallo	P.O. Box 637	Downers Grove	IL	630-434-0588	<a href="mailto:Safedining@aol.com">Safedining@aol.com</a>
Sanitation Certificate	English	Yes	Tony Molinario		Chicago	IL	773-552-6011	<a href="http://www.sanitationcertificate.com">www.sanitationcertificate.com</a>
Sanitized on Safety	English/Spanish	Yes	Rodney Trussell	8400 S. Ashland	Chicago	IL	312-523-5871	<a href="http://www.SoSfaeFoods.com">www.SoSfaeFoods.com</a>
Santa Lucia Food Safety Training & Consulting	English/Spanish	Yes	Maria Santa Lucia	1649 E. 50th St. Ste #13A	Chicago	IL	773-502-5262	<a href="http://www.slfoodsafety.com">www.slfoodsafety.com</a>
Serving with Safety	English	Yes	Vergina Shabazz	155 N Wacker Dr. Ste. # 4250	Chicago	IL	312-803-2617	<a href="mailto:servingwithsafety@yahoo.com">servingwithsafety@yahoo.com</a>
Sweet Peas EKD	English	Yes	Ernest Davis	159 S. Cottage Hill Ave, Ste. 312	Elmhurst	IL	630-842-0289	<a href="mailto:davis2027@sbcglobal.net">davis2027@sbcglobal.net</a>
Tryba Training	English	Yes	Susan Tryba	5441 Lee Ave.	Downers Grove	IL	630-201-2724	

# EQUIPMENT RENTAL

				
<p>S/S Food Prep Table (61" x 37" H) \$98.18++</p>	<p>Sheet Pan Rolling Rack \$57.07++ Fits 20 pans - 18" x 26" \$4.31++/pan</p>	<p>S/S Single Door Refrigerator \$303.66++</p>	<p>Propane Grill \$314++ 100lb Propane Tank \$135.84++</p>	<p>Charcoal Grill (Does not include charcoal) \$98.18</p>
				
<p>Charbroiler \$216.30++ 100lb Propane Tank \$135.84++</p>	<p>90k BTU Propane Griddle \$97.02 100lb Propane Tank \$135.84++</p>	<p>8qt S/S Rectangular Electric Chafer \$17.99++ Food Pan 2" D \$6.83++ Food Pan 4" D \$7.04++</p>	<p>75k BTU Convection Oven \$393.92++ 100lb Propane Tank \$135.84++</p>	<p>Electric Convection Oven \$258.04++</p>
				
<p>Freezer Chest 14 Cu. Ft. \$162.33++</p>	<p>Glass top Freezer Chest 17 Cu. Ft. \$446.25++</p>	<p>Sandwich Prep Refrigerator \$251.84++</p>	<p>S/S Dual Cone Heat Lamp \$38.80++ S/S Single Heat Lamp w/ Board \$66.20++</p>	<p>18 Shelf Electric Warming Cabinet \$337.94</p>

**KEP Propane and Equipment LLC**

6048 S Mobile Ave.

Chicago IL, 60638

**Vendor Contact Information**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Note:** In conjunction with our propane supplier, AmeriGas, WE will be providing your propane for the entirety of the event.

KEP Propane and Equipment will supply **ALL** propane hook-ups , per the Fire Marshall's request.

**Cost of Hook-up**

1-2 Appliances \$350.00

3-4 Appliances \$500.00

5-6 Appliances \$550.00

Includes regulation, 50 feet of gas hose, fittings, and the labor necessary to set-up and break down your equipment. Does not include propane

Additional expenses if needed: Each additional appliance is \$50.00

Extra hose= \$3.25 per linear foot

Extra regulators= \$45.00 each

**Propane Pricing**

\$100.00 per 20 gallon tank plus delivery/pick up

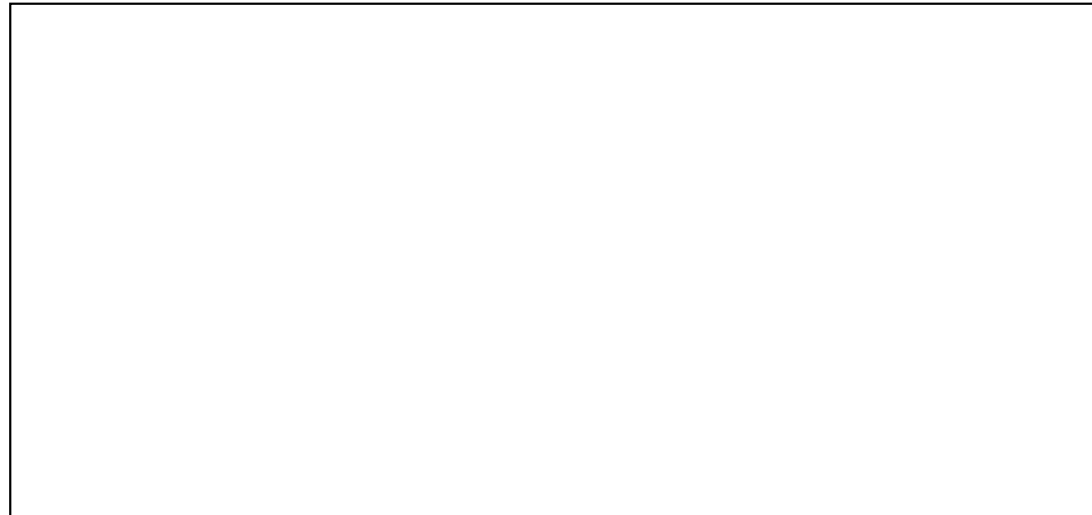
\$305.00 per 100 gallon tank plus delivery/pick up

**Lay out Sheet for your booth**

Number of gas appliances: \_\_\_\_\_

Total number of B.T.U's: \_\_\_\_\_

The box on the right is representative of your booth. Please show where you will be placing your gas appliances.



**Please sign and return this form to KEP Propane and equipment. Any questions, please call or email Dominic 773.751.9042. [DominicG@keppropane.com](mailto:DominicG@keppropane.com)**

**All invoices must be paid in full prior to the event move in day to ensure our service**

**In the event that your invoice isn't paid, and you are mistakenly hooked up, we reserve the right to disconnect your equipment during the event**

Signature of vendor representative \_\_\_\_\_

SELLING SIDE

Date: \_\_\_\_\_



# COMMON SEND-BACK ITEMS ON APPLICATIONS

- Trailers (not allowed in any form)
- No copy of actual summer fest certificate provided (letters, proof of registration NOT accepted)
- Incomplete menu processes
- Incomplete booth layouts
- Commissary permission letter not notarized
- No mechanical refrigeration provided
- **No recent *passed* inspection at commissary kitchen**
  - Restaurants can request inspection by emailing [food@cityofchicago.org](mailto:food@cityofchicago.org)
  - Include facility and contact information
  - Clarify that inspection is for special event participation

# TIPS FOR VENDORS

- Submit application in a timely manner
- Include booth layout with application
- Plan ahead if a recent inspection is needed
  - Passed inspection should be completed BEFORE vendor submits their application to the event coordinator
  - Reminder that event coordinators must turn in vendor applications to CDPH 20 days prior to the event
- No bare-hand contact
- Wash, chop, prepare food at restaurant/commissary, no food complex preparation is to be done at festival

# TIPS FOR VENDORS

- No food left at booth overnight
- Operator is to have a **calibrated metal stem thermometer** and method to clean/sanitize thermometer
  - Reminder: Monitor the temperatures of the TCS foods, foods found at improper temperature will be discarded.
- Floor covering may be required
- Protect food from contamination at every step of the process
- No home prepared foods

# TIPS FOR VENDORS

- Customer self-service prohibited, except for non-TCS condiments.
  - Self-serve condiment bottles are to be tethered to permanent surface
  - Individual prepackaged condiments are also an option
- Need sneeze guards/barrier/or food displayed less than 6ft from public
- Dishwashing at booth/festival is prohibited - need to bring enough utensils
- No eating inside the booth

# QUIZ

- Will the CDPH inspector accept a copy of the SFVC onsite during the inspection?
- Can you operate if you have a receipt for the Summer certificate or a copy of it?
- What temperature must cold food be kept at?
- What temperature must hot food be kept at?
- Is dishwashing (3 tubs/buckets) allowed at a festival in the booth?
- Can you prepare foods at home and sell at the festival?

# ANSWERS

- Will the CDPH inspector accept a copy of the SFVC onsite during the inspection? **NO, the PIC needs the valid/original SFVC.**
- Can you operate a food booth if you have a receipt for the Summer certificate or a copy of it? **NO, the PIC needs the valid/original SFVC.** (Exception, not needed if all food is non-TCS and pre-packaged at the commissary; refer to slide.)
- What temperature must cold food be kept at? **41°F or below.**
- What temperature must hot food be kept at? **135°F or above.**
- Is dishwashing allowed at a festival / booth? **NO, must have enough utensils at festival.**
- Can you prepare foods at home and sell at the festival? **NO, it must be prepared at the approved commissary, shared kitchen, or restaurant.**
- Can you wash produce at a booth/festival? **NO, it must be done at the approved commissary, shared kitchen, or restaurant.**

# BUDGETING AND FINANCIAL PLANNING ( Starter )

## Community Vendor Workshop for North Lawndale and Little Village Businesses

### Budgeting and Financial Planning

Let's walk through an example of a budget and Profit & Loss (P&L) Statement for a food vendor participating in a 3-day festival with attendance of roughly 50,000 people per day, and where there are approximately 30 other food vendors.

- Operating hours: 10 hours per day.
- Staff: 2 cooks, 2 registers, 2 servers, 1 runner, and a load-in crew of 2 people for a total of 6 hours
- Menu: Burgers, Hot Dogs, Fries, and Soft Drinks

### Scenario 1: 500 Customers Per Day

#### Revenue

Total Customers: 500 customers \* 3 days = 1500 customers

- Burger Sales:  $\$12 * 500 \text{ customers} * 3 \text{ days} = \$18,000$
- Hot Dog Sales:  $\$8 * 500 \text{ customers} * 3 \text{ days} = \$12,000$
- Fries Sales:  $\$8 * 500 \text{ customers} * 3 \text{ days} = \$12,000$
- Soft Drink Sales:  $\$3 * 500 \text{ customers} * 3 \text{ days} = \$4,500$
- Total Revenue:  $\$46,500$

#### Cost of Goods Sold (COGS)

- Burger:  $\$2 * 500 \text{ customers} * 3 \text{ days} = \$3,000$
- Hot Dog:  $\$1.5 * 500 \text{ customers} * 3 \text{ days} = \$2,250$
- Fries:  $\$0.75 * 500 \text{ customers} * 3 \text{ days} = \$1,125$
- Soft Drinks:  $\$0.5 * 500 \text{ customers} * 3 \text{ days} = \$750$
- Condiments:  $\$0.25 * 500 \text{ customers} * 3 \text{ days} = \$375$
- Total COGS:  $\$7,500$

**Gross Profit:**  $\$39,000$  (Total Revenue - COGS)

#### Operating Expenses:

- Staff wages:  $\$20/\text{hour} * 10 \text{ hours/day} * 3 \text{ days} * 7 \text{ staff} = \$4,200$
- Load in crew:  $\$20/\text{hour} * 6 \text{ hours} * 2 \text{ people} = \$240$
- Signage:  $\$800$
- Event License:  $\$75$
- Vendor Fee:  $\$10,000$
- Food Equipment and Refrigeration Rental:  $\$1,000$
- Disposable Items (napkins, paper plates, etc):  $\$500$
- Booth Decorations (lights, extensions cords, etc):  $\$400$
- Transport and Fuel:  $\$300$
- Propane hook up and gas:  $\$500$
- Total Operating Expenses:  $\$18,015$

**Net Income Before Tax:**  $\$20,985$  (Gross Profit - Operating Expenses)

#### Taxes:

- Sales Tax (11.25% on total revenue):  $\$46,500 * 11.25\% = \$5,231.25$
- Corporate Tax (Illinois, 7% on net income before tax):  $\$20,985 * 7\% = \$1,468.95$
- Total Taxes:  $\$6,700.20$

**Net Income After Taxes:**  $\$14,284.80$  (Net Income Before Taxes - Total Taxes)

# BUDGETING AND FINANCIAL PLANNING ( Pro )

## Scenario 2: 750 Customers Per Day

### Revenue

Total Customers: 750 customers \* 3 days = 2250 customers

- Burger Sales:  $\$12 * 750 \text{ customers} * 3 \text{ days} = \$27,000$
- Hot Dog Sales:  $\$8 * 750 \text{ customers} * 3 \text{ days} = \$18,000$
- Fries Sales:  $\$8 * 750 \text{ customers} * 3 \text{ days} = \$18,000$
- Soft Drink Sales:  $\$3 * 750 \text{ customers} * 3 \text{ days} = \$6,750$
- Total Revenue:  $\$69,750$

### Cost of Goods Sold (COGS)

- Burger:  $\$2 * 750 \text{ customers} * 3 \text{ days} = \$4,500$
- Hot Dog:  $\$1.5 * 750 \text{ customers} * 3 \text{ days} = \$3,375$
- Fries:  $\$0.75 * 750 \text{ customers} * 3 \text{ days} = \$1,688$
- Soft Drinks:  $\$0.5 * 750 \text{ customers} * 3 \text{ days} = \$1,125$
- Condiments:  $\$0.25 * 750 \text{ customers} * 3 \text{ days} = \$562.5$
- Total COGS:  $\$11,250.5$

**Gross Profit:**  $\$58,499.5$  (Total Revenue - COGS)

### Operating Expenses:

- Staff wages:  $\$20/\text{hour} * 10 \text{ hours/day} * 3 \text{ days} * 7 \text{ staff} = \$4,200$
- Load in crew:  $\$20/\text{hour} * 6 \text{ hours} * 2 \text{ people} = \$240$
- Signage:  $\$800$
- Event License:  $\$75$
- Vendor Fee:  $\$10,000$
- Food Equipment and Refrigeration Rental:  $\$1,000$
- Disposable Items (napkins, paper plates, etc):  $\$500$
- Booth Decorations (lights, extensions cords, etc):  $\$400$
- Transport and Fuel:  $\$300$
- Propane hook up and gas:  $\$500$
- Total Operating Expenses:  $\$18,015$

**Net Income Before Tax:**  $\$40,484.5$  (Gross Profit - Operating Expenses)

### Taxes:

- Sales Tax (11.25% on total revenue):  $\$69,750 * 11.25\% = \$7,846.88$
- Corporate Tax (Illinois, 7% on net income before tax):  $\$40,484.5 * 7\% = \$2,833.91$
- Total Taxes:  $\$10,680.79$

**Net Income After Taxes:**  $\$29,803.71$  (Net Income Before Taxes - Total Taxes)



# BUDGETING AND FINANCIAL PLANNING ( Elite )

## Scenario 3: 1,000 Customers Per Day

### Revenue

Total Customers: 1,000 customers \* 3 days = 3,000 customers

- Burger Sales:  $\$12 * 1,000 \text{ customers} * 3 \text{ days} = \$36,000$
- Hot Dog Sales:  $\$8 * 1,000 \text{ customers} * 3 \text{ days} = \$24,000$
- Fries Sales:  $\$8 * 1,000 \text{ customers} * 3 \text{ days} = \$24,000$
- Soft Drink Sales:  $\$3 * 1,000 \text{ customers} * 3 \text{ days} = \$9,000$
- Total Revenue:  $\$93,000$

### Cost of Goods Sold (COGS)

- Burger:  $\$2 * 1,000 \text{ customers} * 3 \text{ days} = \$6,000$
- Hot Dog:  $\$1.5 * 1,000 \text{ customers} * 3 \text{ days} = \$4,500$
- Fries:  $\$0.75 * 1,000 \text{ customers} * 3 \text{ days} = \$2,250$
- Soft Drinks:  $\$0.5 * 1,000 \text{ customers} * 3 \text{ days} = \$1,500$
- Condiments:  $\$0.25 * 1,000 \text{ customers} * 3 \text{ days} = \$750$
- Total COGS:  $\$15,000$

**Gross Profit:**  $\$78,000$  (Total Revenue - COGS)

### Operating Expenses:

- Staff wages:  $\$20/\text{hour} * 10 \text{ hours/day} * 3 \text{ days} * 7 \text{ staff} = \$4,200$
- Load in crew:  $\$20/\text{hour} * 6 \text{ hours} * 2 \text{ people} = \$240$
- Signage:  $\$800$
- Event License:  $\$75$
- Vendor Fee:  $\$10,000$
- Food Equipment and Refrigeration Rental:  $\$1,000$
- Disposable Items (napkins, paper plates, etc):  $\$500$
- Booth Decorations (lights, extensions cords, etc):  $\$400$
- Transport and Fuel:  $\$300$
- Propane hook up and gas:  $\$500$
- Total Operating Expenses:  $\$18,015$

**Net Income Before Tax:**  $\$59,985$  (Gross Profit - Operating Expenses)

### Taxes:

- Sales Tax (11.25% on total revenue):  $\$93,000 * 11.25\% = \$10,462.5$
- Corporate Tax (Illinois, 7% on net income before tax):  $\$59,985 * 7\% = \$4,198.95$
- Total Taxes:  $\$14,661.45$

**Net Income After Taxes:**  $\$45,323.55$  (Net Income Before Taxes - Total Taxes)

1. **Pricing Strategy:** It's crucial to set prices that are not only attractive to festival-goers but also cover your costs and generate profit. Consider the price sensitivity of your target market, costs, competition, and your overall business objectives.
2. **Cost Management:** Keep a tight control on both variable and fixed costs. Variable costs, such as food and beverages, can be controlled through efficient inventory management and minimizing waste. Fixed costs, like the vendor fee or equipment rental, should be negotiated to obtain the best possible rates.
3. **Sales Tax:** As of 2021, the combined sales tax rate for Chicago, Illinois is 11.25%. This includes the Illinois state sales tax of 6.25%, the Chicago local sales tax of 1.25%, the Cook County sales tax of 1.75%, and an additional district tax of 2.0%. At festivals, food is generally not tax-exempt. Therefore, consider how this tax affects your pricing and profitability.
4. **Staffing:** Your staff plays a critical role in the success of your food booth. You need to make sure that you have enough staff to handle peak periods without compromising service quality. However, overstaffing can lead to increased costs.
5. **Efficient Processes:** Develop efficient processes to deliver quick and quality service. This can include having a simplified menu, effective food prep techniques, and fast payment systems.
6. **Attractiveness:** Festival-goers are attracted to booths that look appealing. Invest in attractive signage and booth decorations, ensuring that your booth stands out from the competition.
7. **Compliance with Laws and Regulations:** Make sure you're aware of and comply with all necessary laws and regulations. This includes obtaining an event license, following health and food safety guidelines, and having the necessary insurance coverages.
8. **Additional Costs:** Don't overlook the "hidden" costs of running a food booth, like the cost of propane for cooking, disposables (napkins, paper plates), and transportation costs.
9. **Demand Estimation:** It's important to realistically estimate demand. Overestimating can lead to increased food waste and costs, while underestimating can lead to lost sales opportunities. Remember, at a festival with an attendance of 50,000 per day and 30 other food vendors, attracting between 500 to 1,000 customers per day may be a reasonable range, but this can vary based on factors like your booth's location, menu appeal, pricing, and the competition.
10. **Weather Considerations:** Weather can greatly affect customer turnout and food preferences at festivals. In warmer weather, lighter foods and drinks may be more popular, while heartier foods might sell better in cooler temperatures. Additionally, adverse weather conditions (rain, extreme heat, etc.) can significantly lower overall attendance. It's beneficial to check the weather forecast leading up to the event and plan accordingly. Offering items that are weather-appropriate could give you an edge over competitors and help maintain sales despite weather conditions. Remember, however, that weather is unpredictable and can impact your profits.

## KEY CONSIDERATIONS AND STRATEGIES FOR RIOT FEST & BEYOND

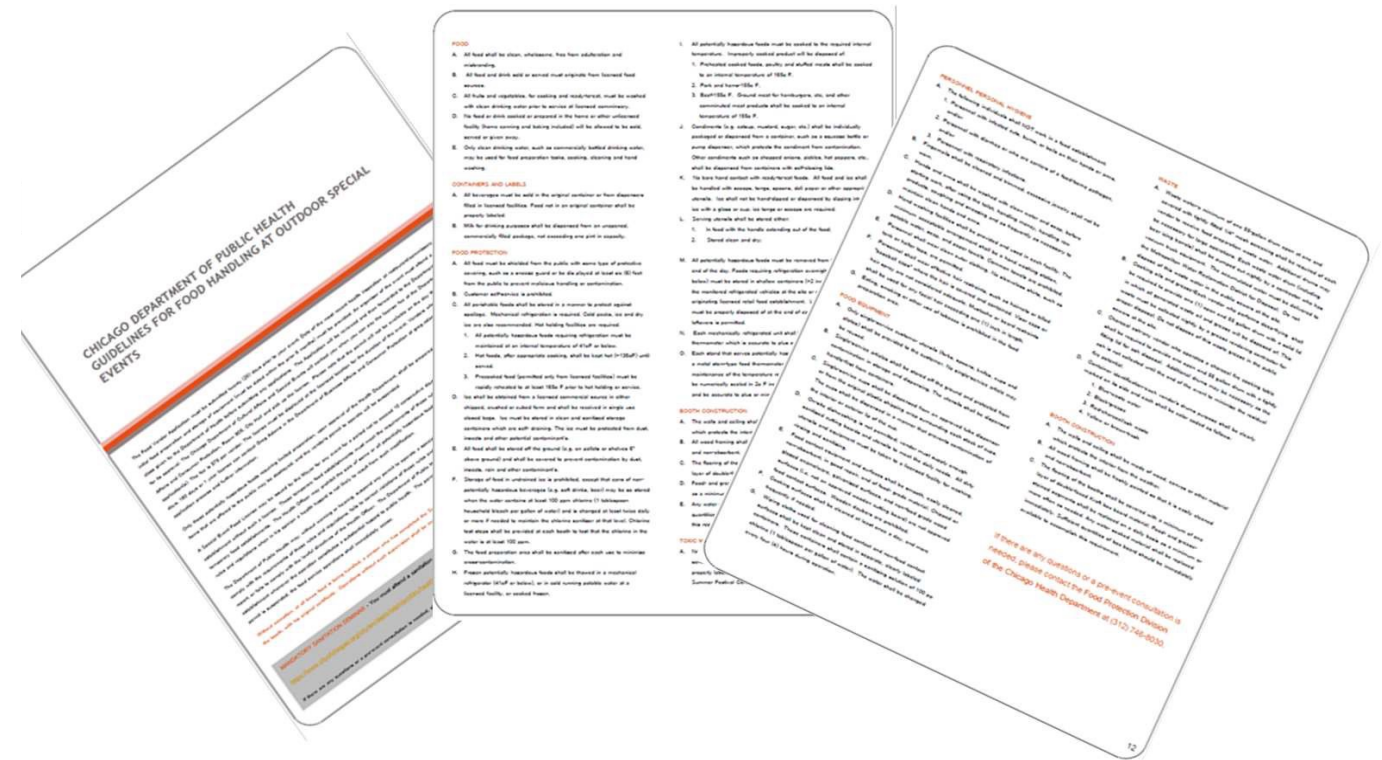
# FESTIVAL APPLICATIONS

## RIOT FEST APPLICATIONS

- Riot fest food vendor
- Artisan booth
- Nonprofits booth

## CITY OF CHICAGO APPLICATIONS

- 180 Special event food booth
- 180 Special event food truck
- Single - Special event food booth
- Single - Special event food truck
- Pop-up retail
- BIS – Small business information sheet



# SINGLE EVENT VENDOR REVIEW PROCESS

- Collection and submission generally facilitated by event coordinator
- Event coordinator then uploads the completed applications to the online special events portal. **ONLY event coordinators can access the portal. Individual vendors should NOT try to use the online portal.**
- Should be submitted at least 20 days prior to event
- Health reaches out directly to applicant via email or phone to with any follow-up questions/concerns
- Late applications may not be reviewed in time for the event

# TYPES OF APPLICATIONS

1. Single Event Food License Application
2. Single Event Food Truck License Application
3. 180 Day Special Event Food Booth License Application (BACP > CDPH)
4. 180 Day Special Event Food Truck License Application (BACP > CDPH)
5. Special Event Food Sampling Application



If the 3rd party location is in Chicago, it must be a licensed shared kitchen or have a supplemental shared kitchen license. Inspection must be within 6 months.

If the 3rd party location is outside Chicago, a labeled plan with equipment list will be required.

Additional documentation may be requested. Inspection must be within 90 days.

When listing the supplier information on the application.

List the full name(s) and complete addresses of the food supplier(s) used for the event (wholesalers, distributors, etc.). Retain all receipts for inspection.

# VENDOR APPLICATIONS



## CHICAGO DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS SPECIAL EVENT PERMIT APPLICATION

### SPECIAL EVENT FOOD SINGLE EVENT LICENSE APPLICATION

FEE: 75.00 PER VENDOR. (Upon approval you will be sent a link to pay for the license on-line). THIS APPLICATION MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT  
Please type or print clearly. Application will be returned if not completed in its entirety.

#### EVENT INFORMATION

Name of Event \_\_\_\_\_  
Address of Event *(Range if possible)* \_\_\_\_\_  
Date(s) of Event \_\_\_\_\_ Hours of Event \_\_\_\_\_  
Event Food Coordinator \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

#### VENDOR INFORMATION

Legal Name of Food Vendor \_\_\_\_\_ Contact \_\_\_\_\_  
Phone # (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
Address of Food Vendor \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Illinois Department of Revenue (IDOR) # *(8 digits)* \_\_\_\_\_  
Dept. of Business Affairs & Consumer Protection ACCOUNT # *(up to 6 digits)* \_\_\_\_\_

If you do not know your account # please call (312) 74-GOBIZ. If you do not have a City of Chicago Department of Business Affairs & Consumer Protection Account #.

Summer Food Festival Sanitation Certificate # \_\_\_\_\_ *(Please attached a copy of the certificate to this application)*  
For a list of Summer Sanitation Class locations and dates click on: [www.chicago.gov/content/dam/city/depts/dca/Neighborhood%20Festivals/summersanprovd.pdf](http://www.chicago.gov/content/dam/city/depts/dca/Neighborhood%20Festivals/summersanprovd.pdf)

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature *(Must be signed by an owner or officer)* \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

List the name and address of the licensed food establishment to be used for the initial food preparation and the storage and sanitation of the equipment to be used. If you are not using your own facility, attach a notarized commissary letter from the 3<sup>rd</sup> party location owner/operator. Note: NEITHER FOOD OR EQUIPMENT MAY BE STORED IN THE HOME.

\_\_\_\_\_

Describe how time/temp requirements *(cold foods at 41 degrees F or below, hot foods at 135 degrees F or above)* are maintained during the transport of food to the event. *(i.e. refrigerated cold storage containers, refrigerated truck).*

\_\_\_\_\_

List the name(s) and addresses of the food supplier(s) used for the event *(wholesalers, distributors, etc.)*. Retain all receipts for inspection.

\_\_\_\_\_



# LICENSE CERTIFICATE

**CITY OF CHICAGO**  
**LICENSE CERTIFICATE**  
NON-TRANSFERABLE

BY THE AUTHORITY OF THE CITY OF CHICAGO, THE FOLLOWING SPECIFIED LICENSE IS HEREBY GRANTED TO

NAME: [REDACTED] PRINTED ON: 02/21/2023

DBA: [REDACTED]  
AT: [REDACTED]  
CHICAGO, IL 60643  
3/12/2023 - 3/12/2023 [REDACTED]

LICENSE NO: [REDACTED] CODE: 1329 FEE: \$\*\*\*\*\*75.00

LICENSE: **Special Event Food**  
Includes: **5 Day Single Event - Special Event Food:**  
[REDACTED]

THIS LICENSE IS ISSUED AND ACCEPTED SUBJECT TO THE REPRESENTATIONS MADE ON THE APPLICATION THEREFOR AND MAY BE SUSPENDED OR REVOKED FOR CAUSE AS PROVIDED BY LAW, LICENSEE SHALL OBSERVE AND COMPLY WITH ALL LAWS, ORDINANCES, RULES AND REGULATIONS OF THE UNITED STATES GOVERNMENT, STATE OF ILLINOIS, COUNTY OF COOK, CITY OF CHICAGO AND ALL AGENCIES THEREOF:

WITNESS THE HAND OF THE MAYOR OF SAID CITY AND THE CORPORATE SEAL THEREOF  
THIS 21 DAY OF FEBRUARY, 2023

EXPIRATION DATE: March 12, 2023

ATTEST: *Anna M. Valencia*  
CITY CLERK

*Laci E. Fryberg*  
MAYOR

ACCOUNT NO. [REDACTED] SITE: [REDACTED]  
TRANS NO. [REDACTED]

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE LICENSED PREMISES.

- Both 180-day vendors and single event vendors receive City of Chicago License Certificate
- Copy sent via email
- Original mailed out to address provided by vendor
- **Should have a copy of the license on-site at the event (posted)**
- Inspectors may ask for the license



## RIOT FEST 2024 | NONPROFIT



Business name	<input type="text" value="Business Name"/>
Contact name	<input type="text" value="Contact Name"/>
Address	<input type="text" value="Street Address"/>
City	<input type="text" value="City"/>
State	<input type="text" value="State"/>
Zip	<input type="text" value="ZIP"/>
Work phone	<input type="text" value="Business Phone"/>
Cell phone	<input type="text" value="Primary Contact Cell Phone"/>
Fax	<input type="text" value="Business Fax Number"/>
Email	<input type="text" value="Primary Contact's Email"/>
Website	<input type="text" value="Your primary web presence"/>
FEIN or SS#	<input type="text" value="Required for tax reporting"/>
Product description	<input type="text" value="Briefly describe what you plan to sell."/>

### Chicago Booths

Two weekend wristbands, tent and electricity are included with each booth.

#### NONPROFIT BOOTH 10x10 Booth - Free

##### BOOTH BANNER

Print Qty 2 - 3x10 Banner with Grommets every 2ft  
Banner Submission - Sept 15th 1pm - 6pm  
(Deliver On-site to Kevin, Signage Team 773.829.3438  
Kevin@riotfest.ora)

##### Extras

Sidewalls (10x10)	<input type="text" value="0"/>	x \$100.00 = \$0
Tables 8'x30"	<input type="text" value="0"/>	x \$20.00 = \$0
Chairs	<input type="text" value="0"/>	x \$5.00 = \$0

## RIOT FEST 2024 | COMMUNITY ARTISANS



Business name	<input type="text" value="Business Name"/>
Contact name	<input type="text" value="Contact Name"/>
Address	<input type="text" value="Street Address"/>
City	<input type="text" value="City"/>
State	<input type="text" value="State"/>
Zip	<input type="text" value="ZIP"/>
Work phone	<input type="text" value="Business Phone"/>
Cell phone	<input type="text" value="Primary Contact Cell Phone"/>
Fax	<input type="text" value="Business Fax Number"/>
Email	<input type="text" value="Primary Contact's Email"/>
Website	<input type="text" value="Your primary web presence"/>
FEIN or SS#	<input type="text" value="Required for tax reporting"/>
Product description	<input type="text" value="Briefly describe what you plan to sell."/>

### Chicago Booths

Two weekend wristbands, tent and electricity are included with each booth.

#### COMMUNITY ARTISANS 10x10 Booth - Free

##### BOOTH BANNER

Print Qty 2 - 3x10 Banner with Grommets every 2ft  
Banner Submission - Sept 15th 1pm - 6pm  
(Deliver On-site to Kevin, Signage Team 773.829.3438  
Kevin@riotfest.ora)

##### Extras

Sidewalls (10x10)	<input type="text" value="0"/>	x \$100.00 = \$0
Tables 8'x30"	<input type="text" value="0"/>	x \$20.00 = \$0
Chairs	<input type="text" value="0"/>	x \$5.00 = \$0



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
00/00/0000

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AGENTS NAME AGENTS ADDRESS	CONTACT NAME: AGENTS NAME PHONE (A/C, No., Ext): AGENTS NUMBER FAX (A/C, No.): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: INSURANCE COMPANY NAME HERE INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC #
INSURED  YOUR NAME & ADDRESS HERE		

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		POLICY NUMBER HERE	00/00/0000	00/00/0000	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC					
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	POLICY NUMBER HERE	00/00/0000	00/00/0000	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	POLICY NUMBER HERE	00/00/0000	00/00/0000	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N N/A	POLICY NUMBER HERE	00/00/0000	00/00/0000	WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101. Additional Remarks Schedule, if more space is required)					

RE: Riot Fest Chicago | Sept. 15, 2023 - Sept. 17, 2023 | Chicago, IL

Riot Fest Corporation, City of Chicago Department of Cultural Affairs and Special Events, Chicago Park District, all members, directors, agents, employees, successors, assigns, and any other mandated additional insured ordered by each city and/or municipality are named as additional insured but only in respect to liability arising out of operations of the named insured. The insurance shall be primary and non-contributory.

CERTIFICATE HOLDER  Riot Fest Corporation PO Box 220350 Chicago, IL 60622	CANCELLATION  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  AGENTS SIGNATURE HERE
---	--

General Liability	
General Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
Products Completed Operations	\$1,000,000
Damage to Rented Premises	\$ 300,000
Hired/Non Owned Automobile	\$1,000,000
Umbrella Liability Insurance (Aggregate & Ea. Occurrence)	\$5,000,000

### Statutory Workers' Compensation including Employer's Liability Insurance

Each Accident-\$1,000,000/Disease-EA Employee-\$1,000,000/Disease-Policy Limit-\$1,000,000

### Description of Operations / Locations / Vehicles / Special Provisions

RE: Riot Fest / Sept 15, 2023 – Sept 17, 2023 / Chicago, IL  
Riot Fest Corporation, City of Chicago Department of Cultural Affairs and Special Events, and Chicago Park District are named as additional insured but only in respects to liability arising out of operations of the named insured. This insurance shall be primary and non-contributory.

Certificate Holders	Please send certificate of insurance to:
Riot Fest Corporation PO Box 220350 Chicago, IL 60622	Diane Casazza <a href="mailto:dianec@theaquarian.com">dianec@theaquarian.com</a>  & Holly Black <a href="mailto:hblack@higginbotham.net">hblack@higginbotham.net</a>

### Please direct questions specific to insurance related issues to the following contact:

Holly Black  
[hblack@higginbotham.net](mailto:hblack@higginbotham.net)



# NORTH LAWNSDALE & LITTLE VILLAGE VENDOR BOOTH SELECTION



## FREE BOOTHS FOR NEW BUSINESSES

- 6 Food Vendors
- 5 Artisans
- 10 Nonprofits

**Selection Process:** To qualify for the free booth selection, vendors need to demonstrate that they have fulfilled all requirements for permits, insurance, and other application procedures. If you are selected but your application is denied by the City of Chicago, Chicago Park District, or Star Events, your free booth will be offered to an alternate business.

Please note that all vendors who register for the workshop, regardless of whether they are selected for a free booth or not, will be notified by email or phone by the Riot Fest Staff by Sept 3, 2024.

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**Food Vendors** - Hard Cost \$1850 – Includes tent, serving counter, electricity, lights, hand wash sink, trash removal, signage poles & install (must provide banner – 3x10 with grommets)



## NORTH LAWDALE & LITTLE VILLAGE VENDOR SELECTION CRITERIA

At the heart of Riot Fest success are our vibrant and diverse vendors. We take the vendor selection process seriously to ensure an enriching and satisfying experience for all attendees.

Here are the criteria we use to select our vendors:

1. **Compliance with Legal Requirements:** All vendors must meet necessary legal requirements such as having valid permits, licenses, and insurances.
2. **Quality of Products/Services:** We seek vendors who provide high-quality products or services that will captivate and please our event attendees.
3. **Diverse Offerings:** We value diversity! We aim to select vendors offering different types of products or services to provide a wide range of options for attendees.
4. **Experience in Similar Events:** Vendors with experience in similar events often bring a level of professionalism and preparation that we appreciate.
5. **Customer Service Excellence:** Vendors should exhibit strong customer service skills, being friendly, professional, and responsive to attendees.
6. **Financial Stability:** Vendors need to demonstrate financial
7. **Supporting Local Businesses:** We have a preference for local vendors as a way to bolster our local economy.
8. **Vendor Reputation:** A strong reputation or positive reviews can contribute to an enhanced experience for event attendees.



## THANK YOU FOR STAYING!

As a special thank you for your time and dedication, I'm excited to announce that each of you will receive a pair of tickets to this year's festival! 🎉

# RIOT FEST

THANK YOU!

FOOD SAFETY GUIDELINES PROVIDED BY



[RIOTFEST.ORG/COMMUNITY](https://riotfest.org/community)

CONTACT US: [COMMUNITY@RIOTFEST.ORG](mailto:community@riotfest.org)